



Title: View the Pay Group for an Employee
Functional Area: Benefits Administration
Role: Employee Benefits Division, Agency Benefits Coordinators, and Agency Benefits Liaison

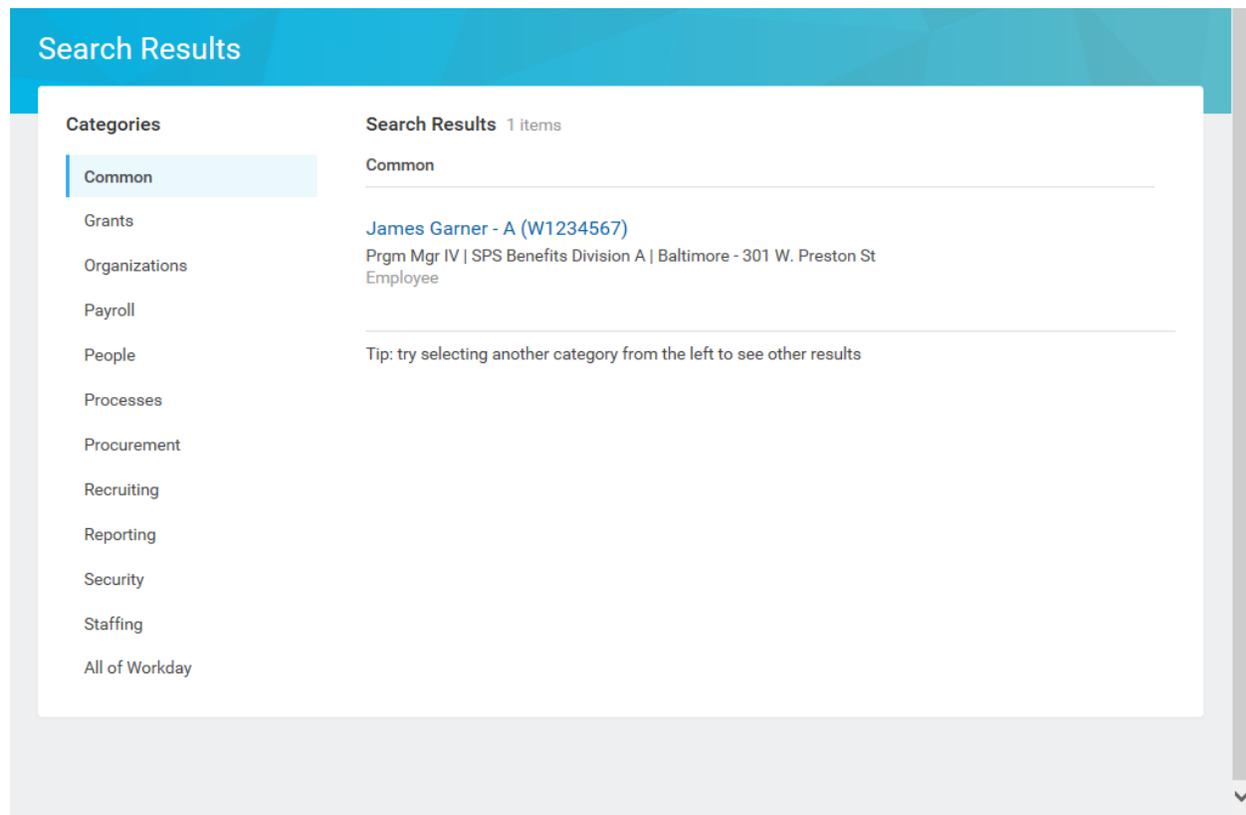
View the Pay Group for an Employee

Use this procedure to view the pay group (or pay schedule and pay frequency) for an employee. Note that SPMS Agency Benefits Coordinators can only view pay group information for their employees. Employee Benefits Division personnel can view pay group information for all employees.

Procedure:

1. Enter the employee name or W number in the **Search** field.
2. Click the **Search**  icon.

Search Results



The screenshot displays a search results page with a teal header. On the left, a 'Categories' sidebar lists various options, with 'Common' selected. The main content area shows 'Search Results 1 items' under the 'Common' category. A single result is listed: 'James Garner - A (W1234567)', with a sub-description: 'Prgm Mgr IV | SPS Benefits Division A | Baltimore - 301 W. Preston St Employee'. A tip at the bottom of the results area suggests selecting a different category to see other results.

3. In the search results, click the employee name hyperlink.



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View Worker

James Garner - A
(W1234567)
Prgm Mgr IV

Actions

Team

Location
Baltimore - 301 W. Preston St

Manager
David Hayden (W1231234)

Summary
Job
Contact
Personal
Compensation
Benefits
Pay
More (3)

4. On the Worker Profile page, click the **Pay**  **Pay** tab.



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View Worker

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Actions

Team

Summary
Job
Contact
Personal
Benefits
Pay
Performance

Pay Group | Results | Costing Allocations

Pay Group: Regular 10/26 Internal
Frequency: Bi-weekly

5. On the Pay Group **Pay Group** sub tab, view the employee's **Pay Group** and pay **Frequency** (e.g., Bi-weekly Regular 10/26, etc.)
6. The System Task is complete.